

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>		<b>Policy Number</b>	<b>802</b>
			<b>Original Date</b>	<b>05/16/1983</b>
	<b>Department: Maintenance</b>		<b>Revised Date</b>	<b>04/17/2015</b>
	<b>Fire Protection System, Equipment &amp; Training of Employees</b>			

### **POLICY:**

The fire alarm system, fire sprinkling system, and fire extinguishers will receive testing and maintenance on a regular scheduled program. Employee training concerning the systems and equipment will be done on an ongoing basis.

### **PROCEDURE:**

1. Maintaining and testing smoke detectors and fire alarm panel.
  - A. All smoke detectors are tested annually.
  - B. Smoke detectors will have a sensitivity test done as required by code.
  - C. The fire alarm panel is observed during testing of smoke detectors, pull stations, and fire sprinkling system tests to ensure it is functioning properly.
2. The fire alarm pull stations are tested annually.
3. The fire sprinkling system is tested quarterly by actual water flow tests.
4. Fire extinguishers are checked monthly to see that gauges are in the proper range.
  - A. Extinguisher seals and pins are checked to ensure that they have not been disturbed.
  - B. Extinguisher tags are checked and initialed by the person performing the maintenance.
  - C. Extinguishers are checked annually by a licensed company.
  - D. Extinguishers will have hydrostatic tests completed as codes require and will be recharged as needed, by a licensed company.

5. Employee training in fire alarm system functions and use of fire fighting equipment will be done by the Maintenance Supervisor and the local Fire Department.
  - A. Fire alarm system training is done at employee orientation.
  - B. Inservice is held on different parts of fire alarm systems and fire fighting equipment at least once a year.